



OFFICE OF THE SECRETARY OF STATE

LOCAL RECORDS COMMISSION OF COOK COUNTY

JESSE WHITE
Secretary of State
State Archivist

ILLINOIS STATE ARCHIVES
MARGARET CROSS NORTON BUILDING
SPRINGFIELD, IL 62756
(217) 782-7076
FAX (217) 557-1928

11/14/2017

COMMISSION MEMBERS

TONI PRECKWINKLE
President Cook County
Board of Commissioners

Civilian Office For the Police Accountability
1615 W. Chicago Avenue
Chicago, IL 60622

RAHM EMANUEL
Mayor, City of Chicago

LAWRENCE L. WILSON
Cook County Comptroller

ANITA ALVEREZ
Cook County State's Attorney

JESSE WHITE, State Archivist
Secretary of State

VACANT, State Historian

The enclosed Application for Authority to Dispose of Local Records #17:025C was approved by the Local Records Commission of Cook County on 11/14/2017. This is your authority to dispose of each record series in accordance with the retention period listed for each record. However, please note the provisos on the signature page which explain requirements concerning audits, pending or anticipated litigation, the filing of Disposal Certificates prior to the disposal of any government record, digitizing records, and microfilming.

DESIGNEES

MARTHA MARTINEZ, Chairman
Administrator, Cook County
Bureau of Administration

IVANA DABIZLJEVIC
Cook County Comptroller's
Office

KATHLEEN MCKEE
Assistant State's Attorney

DAVID A. JOENS
State Archivist Designee

RODNEY FREEMAN
Chicago Public Library

IAN HUNT
State Historian Designee

Commission rules require that a Records Disposal Certificate be filed with the Records Management Section of the Office of the Secretary of State thirty (30) days prior to disposal of any records. Our staff will process your request and return a copy of the disposal to you marked approved or disapproved. Blank records disposal certificates are enclosed for this purpose.

If you have any questions, please do not hesitate to contact our office at (217) 782-7076.

Sincerely,

Robert C. Boots, Archival Program Administrator
Records Management Section
Illinois State Archives
rboots@ilsos.net

Enclosure(s)

RB:rm

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

Directions:

1. Fill in all blanks and columns.
2. Sign and send certificate to above address thirty (30) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION #: _____

COUNTY: _____

FROM: _____
(Agency Division)

ADDRESS: _____
(Street, P.O. Box)

(City, ZIP Code)

CONTACT TELEPHONE: () _____

CONTACT EMAIL: _____

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)

If any of the above records are microfilmed, I hereby certify that they have been reproduced in compliance with standards given in Sections 4000.50 and 4500.50 of the Regulations of the Local Records Commissions.

If the records are digitized, I certify that they have been reproduced in compliance with standards given in Sections 4000.70 / 4500.70 and will be maintained in compliance with standards given in Sections 4000.80 / 4500.80 of the Regulations of the Local Records Commissions.

I hereby certify that, in compliance with authorization received from the Local Records Commission, the records listed above will be disposed of on or after:

Date _____

Signature _____ Date _____

Print name and title on line above

Prepared by: _____

(Signature required only if records have been microfilmed or digitized)

Secretary of State
Local Records Unit
Margaret Cross Norton Bldg.
Springfield, Illinois 62756
Telephone (217) 782-7076

Local Records Commission
Of Cook County, Illinois

Application No. 17:025C

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

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AGENCY

Civilian Office for Police Accountability

ADDRESS

1615 W. Chicago Avenue

CITY

Chicago

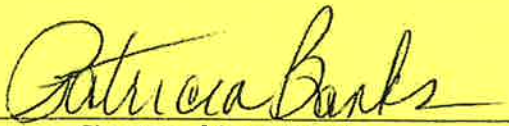
ZIP

60622

PHONE

(312) 545-3135

I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm or digitized copies will be made in accordance with the standards of the Local Records Commission of Cook County and will be adequate substitutes for the original records.



Signature of Agency Head

10-24-17

Date

Interim Chief Administrator

Approval:

Local Records Commission
of Cook County, Illinois
County Building - Room 801
Chicago, Illinois 60602
(312) 603-7857


Martha Martinez

Chairman


David A. Joens

Director, State Archives

November 14, 2017

Date

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF:

- After their individual retention period is complete,
- If they are correctly listed on a Records Disposal Certificate submitted to and approved by the Local Records Commission of Cook County thirty (30) days prior to disposal,
- Providing any local, state, and federal audit requirements have been met,
- As long, as they are not needed for any litigation either pending or anticipated.

THIS RECORDS RETENTION SCHEDULE DOES NOT RELIEVE LOCAL GOVERNMENT AGENCIES OF RETENTION REQUIREMENTS MANDATED BY OTHER STATE AND FEDERAL STATUTES AND/OR REGULATIONS. WHEN SUCH AN OBLIGATION DOES EXIST, THEN THE LONGER RETENTION PERIOD TAKES PRECEDENCE.

ANY RECORD ON THIS APPLICATION MAY BE MICROFILMED OR DIGITIZED AND THE RECORD DISPOSED OF IF THE RECORD IS MICROFILMED OR DIGITIZED IN ACCORDANCE WITH THE STANDARDS OF THE LOCAL RECORDS COMMISSION OF COOK COUNTY AND IF THE FILM OR DIGITIZED RECORD IS RETAINED FOR THE PRESCRIBED RETENTION PERIOD.

DISPOSAL OF RECORDS AFTER MICROFILMING OR DIGITIZING
MUST BE NOTED ON THE RECORDS DISPOSAL CERTIFICATE.

THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES
ARE TO BE RETAINED PERMANENTLY.

Secretary of State
Local Records Unit
Margaret Cross Norton Bldg.
Springfield, Illinois 62756
Telephone (217) 782-7076

Local Records Commission
Of Cook County, Illinois

Application No. 17:025C

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

Page 1 of 12

AGENCY

Civilian Office for Police Accountability

ADDRESS

1615 W. Chicago Avenue

CITY

Chicago

ZIP

60622

PHONE

(312) 545-3135

I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm or digitized copies will be made in accordance with the standards of the Local Records Commission of Cook County and will be adequate substitutes for the original records.

Patricia Banks, Interim Chief Administrator

Signature of Agency Head

October 24, 2017

Date

Approval:

Local Records Commission
of Cook County, Illinois
County Building – Room 801
Chicago, Illinois 60602
(312) 603-7832

Martha Martinez

Chairman

David A. Joens

Director, State Archives

November 14, 2017

Date

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF:

- After their individual retention period is complete,
- If they are correctly listed on a Records Disposal Certificate submitted to and approved by the Local Records Commission of Cook County thirty (30) days prior to disposal,
- Providing any local, state, and federal audit requirements have been met,
- As long, as they are not needed for any litigation either pending or anticipated.

THIS RECORDS RETENTION SCHEDULE DOES NOT RELIEVE LOCAL GOVERNMENT AGENCIES OF RETENTION REQUIREMENTS MANDATED BY OTHER STATE AND FEDERAL STATUTES AND/OR REGULATIONS. WHEN SUCH AN OBLIGATION DOES EXIST, THEN THE LONGER RETENTION PERIOD TAKES PRECEDENCE.

ANY RECORD ON THIS APPLICATION MAY BE MICROFILMED OR DIGITIZED AND THE RECORD DISPOSED OF IF THE RECORD IS MICROFILMED OR DIGITIZED IN ACCORDANCE WITH THE STANDARDS OF THE LOCAL RECORDS COMMISSION OF COOK COUNTY AND IF THE FILM OR DIGITIZED RECORD IS RETAINED FOR THE PRESCRIBED RETENTION PERIOD.

**DISPOSAL OF RECORDS AFTER MICROFILMING OR DIGITIZING
MUST BE NOTED ON THE RECORDS DISPOSAL CERTIFICATE.**

**THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES
ARE TO BE RETAINED PERMANENTLY.**

Subject to statutory provisions, agencies may dispose of records authorized for destruction by the Commission after the agency has received an approved Records Disposal Certificate from the Local Records Commission of Cook County listing the records to be destroyed or disposed of.

All records, regardless of physical format or characteristics, that by state or federal statute, agency rule, or policy contain information that is confidential, must be physically destroyed in a manner that such information cannot be identified or retrieved.

**THIS DOCUMENT ALONG WITH ALL RECORDS DISPOSAL
CERTIFICATES IS TO BE RETAINED PERMANENTLY.**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)**

Application No. 17:025C

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Item No.	Record Series Title, Description and Recommendation
	<u>ADMINISTRATIVE AND AGENCY WIDE RECORDS</u>
100.	<p><u>APPLICATIONS FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND LOCAL RECORDS DISPOSAL CERTIFICATES</u></p> <p>Dates: 2017- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
101.	<p><u>ADMINISTRATIVE CORRESPONDENCE AND CORRESPONDENCE INCLUDING EMAIL AND OTHER MEDIA DESIGNATED AS GENERAL CORRESPONDENCE</u></p> <p>Dates: 2007- Volume: Negligible/MG Annual Accumulation: Negligible Arrangement: Chronological/Alphabetical</p> <p>Recommendation: Retain for one (1) year then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>
102.	<p><u>ACCIDENTS, INCIDENTS AND INJURY REPORTS</u></p> <p>Dates: 2007- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

**APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)**

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Item No.	Record Series Title, Description and Recommendation
103.	<p><u>BIDS, SPECIFICATIONS AND PROPOSALS</u></p> <p>Dates: 2007- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological/Alphabetical</p> <p>Recommendation: Retain <u>successful bids</u> for ten (10) years after terms of the related contract are complete, then dispose of. Retain <u>unsuccessful bids</u> for three (3) years after rejection, then dispose of.</p>
104.	<p><u>BUDGET RECORDS</u></p> <p>Dates: 2007- Volume: 100 Cu. Ft./MG Annual Accumulation: 10 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain <u>budgets</u> for seven (7) years, then dispose of. Retain <u>budget worksheets/supporting documents</u> for two (2) years following approval of budget, then dispose of.</p>
105.	<p><u>CONTRACTS, LEASES AND AGREEMENT (ALL)</u></p> <p>Dates: 2007- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain contracts and contract renewals for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of.</p>

**APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)**

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Item No.

Record Series Title, Description and Recommendation

106. EMPLOYMENT APPLICATION (SOLICITATION AND UNSOLICITED) AND SUPPORTING DOCUMENTS
- Dates: 2007-
Volume: 20 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological
- Recommendation: Retain solicited applications and supporting documents for two (2) years from the date of the application, then dispose of. Retain unsolicited applications and supporting documents for one (1) year from the date of application, then dispose of.
107. EQUIPMENT AND INVENTORY FILES
- Dates: 2007-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological/Alphabetical
- Recommendation: Retain until equipment is sold, traded, or junked, then dispose of.
Retain inventory for two (2) years after superseded by a new inventory, then dispose of.
108. "FREEDOM OF INFORMATION ACT" REQUESTS AND DENIALS
- Dates: 2007-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological
- Recommendation: Retain for two (2) years after filing date, then dispose of, provided no review is pending with the Attorney General's Public Access Counselor.

**APPLICATION FOR AUTHORITY
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(RECORDS RETENTION SCHEDULE)
(continued)**

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Item No.	Record Series Title, Description and Recommendation
109.	<p><u>FINANCIAL RECORDS INCLUDING STATEMENTS, LEDGERS, JOURNALS, REGISTER, EXPENDITURE AND EXPENSE REPORTS AND ACTIVITY REPORTS</u></p> <p>Dates: 2007- Volume: 14 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of. Retain daily, weekly and monthly activity reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.</p>
110.	<p><u>GRIEVANCES</u></p> <p>Dates: 2007- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain <u>grievances resolved prior to arbitration</u> for ten (10) years, then dispose of. Retain <u>grievances resolved by arbitration</u> for fifteen (15) years, then dispose of.</p>
111.	<p><u>JOB POSTINGS AND DESCRIPTIONS</u></p> <p>Dates: 2007- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

**APPLICATION FOR AUTHORITY
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(RECORDS RETENTION SCHEDULE)
(continued)**

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Item No.	Record Series Title, Description and Recommendation
112.	<p><u>LEGAL OPINIONS, LEGAL RESEARCH AND ORDINANCE/LEGISLATION DRAFTING</u></p> <p>Dates: 2017- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
113.	<p><u>MINUTES AND AGENDAS INCLUDING BOARD PACKETS</u></p> <p>Dates: 2017- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological/Alphabetical</p> <p>Recommendation: Retain originals permanently. Retain one (1) copy of each agenda permanently. If packet contains <u>original material</u> referred to in the minutes, retain permanently. If packet contains <u>copies only</u>, retain for one (1) year, then dispose of.</p>
114.	<p><u>PAID BILLS, INVOICES AND PURCHASE ORDERS</u></p> <p>Dates: 2007- Volume: 14 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological/Alphabetical</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

**APPLICATION FOR AUTHORITY
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Item No.

Record Series Title, Description and Recommendation

115. PERSONNEL FILES AND SUPPORTING DOCUMENTS INCLUDING TRAINING RECORDS

Dates: 2007-
Volume: 7 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

Recommendation: Retain individual work and salary history records for sixty (60) years or until terminated employee's seventy-eighth (78th) birthday, whichever occurs first, then dispose of.

If the employee has not retired by age seventy-eight (78), retain the work and salary history records for ten (10) years after termination of employment, then dispose of.

Retain all other records within this record series for five (5) years after termination of employment, then dispose of.

If the employee is deceased retain entire file for five (5) years after date of death, then dispose of provided no litigation is pending or anticipated. If litigation is pending retain until conclusion of all judicial action (including appeals), then dispose of.

116. POLICY AND PROCEDURE MANUALS

Dates: 2017-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain permanently.

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation
117.	<p><u>SALARY SCHEDULES AND SURVEYS</u></p> <p>Dates: 2007- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
118.	<p><u>SEMINAR AND CONFERENCE TRAINING MATERIALS</u></p> <p>Dates: 2017- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>
119.	<p><u>TIME RECORDS (SICK, VACATION, OVERTIME, COMPENSATORY, LEAVES, FURLOUGHS, SIGN IN/OUT RECORDS)</u></p> <p>Dates: 2007- Volume: 14 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
120.	<p><u>TRAVEL, EXPENSE AND MILEAGE REPORTS</u></p> <p>Dates: 2007- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

**APPLICATION FOR AUTHORITY
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Item No.

Record Series Title, Description and Recommendation

INVESTIGATIONS

200. INTERNAL INVESTIGATIVE FILES INCLUDING ALL SUPPORTING DOCUMENTS

Dates: 2007-
Volume: 2 Cu. Ft./MG
Annual Accumulation: Negligible/MG
Arrangement: Chronological/Alphabetical

Recommendation: Retain for five (5) years, after completion of investigation or date of last activity, then dispose of.
Retain copies for three (3) years, then dispose of.

201. INTERNAL COMPLIANCE AUDITS AND DATA

Dates: 2017-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological/Alphabetical

Recommendation: Retain until administrative need is complete.

202. NEIGHBORHOOD COMMUNITY WATCH ACTIVITY REPORTS/COMPLAINTS

Dates: 2007-
Volume: 14 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological

Recommendation: Retain for five (5) years, then dispose of.

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Item No.

Record Series Title, Description and Recommendation

LEGAL FILES

300.

LEGAL CASE AND MATTER FILES

Dates: 2007-
Volume: 70 Cu. Ft.
Annual Accumulation: 10 Cu. Ft.
Arrangement: Chronological

Recommendation: Retain for three (3) years after closure of case
providing no legal hold is pending, then dispose
of.

**APPLICATION FOR AUTHORITY
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(continued)**

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Item No.

Record Series Title, Description and Recommendation

PUBLIC AFFAIRS

400. LEGAL AND MEETING NOTICES, PICTURES, CERTIFICATE OF PUBLICATION,
AND PRESS RELEASE INCLUDING PUBLIC QUARTERLY REPORTS
- Dates: 2007-
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological
- Recommendation: Retain for one (1) year, then dispose of.
-
401. NEWSPAPER CLIPPINGS, BROCHURES, PAMPHLETS, NOTICE OF HEARINGS AND
PUBLICATIONS
- Dates: 2007-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological
- Recommendation: Retain for one (1) year, then dispose of.